

## ATTACHMENT TO DD FORM 696

STATISTICAL SAMPLING DATA:		Sample Size: *	Nr. Inspected Forward	Reverse
Total Nr. of:				
Accountable Items (TS: ) =			(50%*)	(50%*)
Access Authorizations =			(25%*)	(75%*)
Non-accountable Items =				(50%*)

*Classified Holdings.**TS, S, C**Personal clearances.**Visit records*

## UNIVERSE SIZE

## \* SAMPLE

1 - 80	-- ALL
81 - 280	-- 80
281 - 500	-- 96
501 - 1,200	-- 106
1,201 - 3,200	-- 110
3,201 - 10,000	-- 112
10,001 - 35,000	-- 114
over 35,000	-- 116

NOT REFERRED TO OSD. On-file release

FACILITY CATEGORY: (Determine by description or point score. Circle Alpha Code.)

DORMANT: (Except Graphic Arts/Commercial Carrier) - - - - -

ACCESS ELSEWHERE: - - - - -

- (Nr., Cleared Employees: (1-35 = 3; 36-500 = 5; 500+ = 10) .....  
 Accountable Items: (1-50 = 5; 51-500 = 7; 501-3200 = 12; 3200+ = 15) .....  
 P Non-Accountable Items: (1-50 = 3; 51-500 = 4; 501-3200 = 6; 3200+ = 8) .....  
 O Controlled Areas, not ADP: (Closed = 3 ea.; Restricted = 1 ea.) .....  
 S Approved ADP Systems: (DP = 3 ea.; WP = 1 ea.; Other = 2 ea.) .....  
 S After Hours/Varied Shift: (5 points) .....  
 E Approved Off Sites: (3 each) .....  
 S COMSEC: (3 each account) .....  
 I Approved Supplemental Controls: (Badge = 2; Guards = 2; Alarms = 2) .....  
 N Gov't to Gov't since last inspection: (5 maximum) .....  
 G Special: (TS in-house = 3; New Carve-out = 2; NATO/CNWDI/WNINTEL = 2) .....  
 Current Visit Letter(s): (5 maximum) .....  
 Classified Contracts: (1-10 = 5; 10+ = 10) .....

## TOTAL

Up to 45 = D  
 46 to 70 = C  
 71 to 115 = B  
 Over 115 = A

**Appendix XIII. GUIDANCE FOR CONTRACTOR SELF-INSPECTIONS** \*

Each contractor is required to conduct a self-inspection program for evaluating all security procedures applicable to the facility's operation, in accordance with paragraph 5a. As a minimum, a contractor self-inspection should include all elements normally inspected by the CSO. In order to assist the contractor in assessing the security posture of his or her facility, the following guideline questions used in part by CSO industrial security representatives are provided:

**A. Facility Clearance.**

1. Are the appropriate DD Forms 441, 441-1, and 441s on file (see paragraphs 21 and 73)?
2. Is the HOF/parent of the facility cleared or properly excluded (see paragraphs 72 and 73)?
3. Are all necessary OODEPs and a legal quorum of the board of directors or all members of an executive committee cleared (see paragraph 22)?
4. If all OODEPs are not cleared, have appropriate resolutions been furnished to the CSO (see paragraph 22e)?
5. Have changes in the information previously reported on DD Forms 441s been reported? (List changes which have occurred since the last inspection; see paragraph 6a(4)f.)
6. Have all changes affecting the FCL been reported to the CSO, for example, stock control, exclusion resolutions and changes of OODEPs (see paragraph 6a(4)f)?
7. Has a statement been submitted by each RFI (see paragraphs 6a(4), 6b(5), and 20k)?

**B. Access Authorizations.**

1. Are records maintained of clearances issued by the DoD and the facility, for example, records of DISCO Forms 560 and DD Forms 48-2 (see DISCO Form 560, DD Form 48-2, and paragraph 28)?
2. Are the number of clearances held to the minimum consistent with facility requirements (see paragraph 20)?
3. Are clearance applications made only after employment (see paragraph 25)?
4. Are interim clearance requests properly authorized and held to a minimum (see paragraph 26c)?
5. Are all required information and forms furnished to DISCO (such as, adverse information, DISCO Form 562, DD Form 48-2, as applicable)? (Explain system and procedures for ensuring that adverse information is reported as required; see paragraphs 6b and 24b.)

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6. Are personnel transfers in an MFO reported to DISCO (see paragraph 26e)?
7. Are contractor **CONFIDENTIAL** clearances granted by a contractor's employee who is cleared by DoD (see paragraph 24a(1)(g))?
8. Have adequate procedures been established for the granting of **CONFIDENTIAL** clearances by the contractor (see paragraph 24b)?
9. Are review procedures in effect to preclude errors/omissions on clearance applications to DISCO (see paragraph 26a)?
10. Has the contractor elected to have LOC's issued to the HOF or to a PMF (see paragraph 26j(2))?
11. Has the election to have LOC's issued to the HOF or PMF been included in the SPP and approved by the CSO (see paragraph 26j(1)(2))?
12. Are cleared immigrant alien employees assigned overseas for more than 90 consecutive days during any 12-month period? Is a report of such assignment submitted to DISCO (see paragraph 6b(6))?

C. Security Education.

1. Are procedures established for administering security briefings to cleared employees prior to granting access to classified information (see paragraph 5g)?
2. Are parts I and II of DISCO Form 482 or SF 189A been executed as required (see paragraph 5g)?
3. Are refusals of employees to sign part II of DISCO Form 482 or SF 189A reported to the CSO (see paragraph 6b)?
4. Does the facility have an industrial security education program which includes recurring security indoctrination of its cleared employees? (Briefly explain how this program works; see paragraph 5f).
5. Does the contractor have a procedure for the conduct of a self-inspection of its complete security program (see paragraph 5ac)?
6. Has a procedure been established for evaluating the effectiveness of the self-inspection program? (Describe in the narrative the procedures used by the facility; see paragraph 5ac).
7. Is there an adequate procedure for ensuring personnel security administration and education for cleared personnel assigned to uncleared locations? (Describe in narrative the procedure used; see paragraphs 26j and 73).
8. Are special security briefings and debriefings given, and are records kept as required, for example, records pertaining to NATO and CNWDI (see paragraphs 85 and 119)?
9. Does management support the facility's security program (see paragraph 5s)?

**D. Standard Practice Procedure.**

1. Is the SPP current and does it adequately implement ISM requirements as they apply to the facility operations? Has a copy been given to the CSO? (Provide date of SPP or of latest revision; see paragraph 5a).
2. Is the MFO or PMF SPP adapted to apply at operating locations (see paragraph 73)?

**E. Subcontracting.**

1. Is the clearance status and safeguarding capability of the subcontractor determined as required (see paragraphs 58a and 59b)?
2. Is notification of selection of the subcontractor furnished to the contracting officer (see paragraph 62)?
3. Is written authority to disclose TOP SECRET information obtained from the contracting officer (see paragraph 59a)?
4. Is adequate classification guidance applicable to subcontracts extracted from the prime contract DD Form 254 and properly distributed to prospective or actual subcontractors (see paragraph 60a)?
5. Are DD Forms 254 pertaining to subcontractors approved by the contracting officer or, in the case of service contracts, by the prime contractor (see paragraph 60b)?
6. Is retention of classified information by subcontractors approved by the contracting officer (see paragraph 64)?
7. Are foreign classified subcontracts approved as required (see paragraph 65)?

**F. Visit Control.**

1. Is positive identification of visitors required and number of classified visitors held to a minimum (see paragraph 38a)?
2. Has action been taken to determine that the visiting contractor has been granted the appropriate FCL (see paragraph 38a)?
3. Are visitor records maintained, and do they contain required information (see paragraph 39)?
4. Are visitors escorted as required (see paragraph 38b)?
5. Are classified recordings, photos, and removal of classified material authorized as required (see paragraph 38c)?
6. Are classified visits by Category 4 visitors specifically approved by the UA (see paragraph 41d(1))?
7. Does the facility have proper procedures regarding Category 5 visitors; that is, briefings, debriefings, and reporting requirements (see paragraph 41e)?

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8. Does the facility have long-term visitors? (If so, list by company those abiding by the host SPP and those using the SPP of their HOF's; see paragraph 40)

9. Are requests submitted in advance of visits and promptly canceled when required (see paragraph 37f)?

10. Is immediate notification regarding any change of individual or facility clearance status furnished to those activities which have received current visit requests (see paragraph 37f)?

11. Are requests to visit U.S. Government activities routed via the contracting officer when required (see paragraph 44)?

12. Are visit requests submitted to DISCO or OISI in connection with foreign visits as appropriate, and is sufficient lead-time allowed (see paragraphs 48 and 49)?

13. Are NATO security clearance certificates furnished as requested (see paragraphs 52 and 55)?

#### G. Classification.

1. Is the facility furnished adequate classification guidance and notification of biannual review (see paragraphs 10a and b)?

2. Are security classifications, including downgrading and declassification instructions, applied to information in accordance with the applicable classification guidance (see paragraph 10f)?

3. Does the contractor challenge classification and marking guidance believed by him or her to be inadequate or erroneous (see paragraph 10e)?

4. Is security classification marking by the contractor supported by adequate records (see paragraph 10f)?

5. Is the number of employees authorized to be responsible for the currency, necessity, and accuracy of applied security classifications held to a minimum (see paragraph 10f(4))?

6. Are security classification guidance and marking instructions adequately disseminated within the facility (see paragraphs 10f and h)?

7. Are downgrading and declassification actions taken in accordance with established schedules (see Appendix II)?

8. Are adequate classification guidance and marking instructions furnished in connection with foreign classified contracts (see paragraph 11e)?

#### H. Employee Identification.

1. Are badges and identification cards properly controlled; do they contain the required data (see paragraph 8a)?

2. Are badges and/or cards designed to minimize tampering; are they properly constructed (see paragraph 8a(4))?
3. Are new or revised badge or card systems reported to the CSO (see paragraph 8c)?
4. Are visitor badges properly controlled (see paragraph 8b)?
5. How many badges and identification cards are lost or out of control? What percent of the total issued? How long has current system been in effect (no reference)?
6. Are badges and/or cards recovered as required (see paragraph 8a(5))?

**I. Foreign Travel.**

1. Are reports of foreign travel or attendance at international meetings submitted to DISCO and/or the CSO (see paragraph 6b(9))?
2. How many reports were submitted since the last inspection (see paragraph 5u)?
3. Are briefings given as required, and briefing forms retained for required period of time (see paragraph 5u(2))?
4. Is classified information accounted for prior to each employee's departure (see paragraph 5u)?
5. Have representatives of Designated countries visited the facility since the last inspection, and what special security measures and briefings were utilized in preparation? Were any problems encountered? (Explain fully in narrative; see paragraphs 5o, 5u, and 6a(19)).

**J. Public Release.**

1. Is public release of information pertaining to classified contracts approved by the appropriate U.S. Government activity? (Indicate the number of approved releases since last inspection, including contract number, nature of release, and identification of approving authority; see paragraph 5o).
2. Is classified sales literature approved by contracting officer prior to publication and distribution (see paragraph 5p)?
3. Is authorization for publication and distribution indicated on the cover or the first page of document (see paragraph 5p)?

**K. Classified Storage.**

1. Are containers kept locked, when not under direct and continuous surveillance by an authorized person (see paragraph 14c)?
2. Are the number of persons possessing knowledge of the combinations or having access to contents of containers held to a minimum (see paragraph 14c)?

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3. When combinations to classified containers are placed in written form, are they properly marked, stored, and accounted for (see paragraph 5i)?
4. Are combinations changed by an authorized person (see paragraph 5i)?
5. Are combination padlocks properly protected when the container is open (see paragraph 5i)?
6. Are steel bars affixed to file cabinets in such a manner to preclude surreptitious removal of classified information (see paragraph 14a(3)(d), footnote 10)?
7. Are adequate supplemental controls established where required? (Completely describe supplemental controls in effect at the time of inspection. Fully identify those controls that are established for security containers and those established for controlled areas. See question 9 below; see paragraphs 14a(2) and (4)).
8. Are vaults and strongrooms properly constructed (see Appendix IV)?
9. Is classified waste properly protected (see paragraph 19f)?
10. Does the facility use alternate storage locations? (If so, give full details, to include contracting officer's approval and location; see paragraph 15).
11. Are security checks performed to ensure that classified material is protected at all times (see paragraph 5j)?
12. Does the CSO have inspection responsibility for all classified material and areas? (If not, give particulars as to how the CSO was relieved of inspection responsibility and for what specific areas:)

**L. Markings.**

1. Are classified hardware and documents properly marked (see paragraph 11)?
2. Is the date of origin, name, and address of facility placed on documents (see paragraph 11b(1))?
3. Are portions of classified documents properly marked (see paragraph 11b(5))?
4. Are all additional markings applied as required (see paragraph 11b(8))?
5. Is foreign classified information marked with U.S. equivalent classification marking (see paragraph 11e)?
6. Are rolled and/or folded documents marked as required (see paragraph 11c(2))?
7. Are downgrading/declassification notations properly assigned and completed (see paragraph 11b(7) and Appendix II)?

**M. Transmissions.**

1. Is classified information properly prepared and transmitted outside and within the facility (see paragraph 17)?
2. Is the FCL and safeguarding capability determined prior to dispatch of classified information to other contractors (see paragraphs 58 and 59)?
3. Are messengers that handle classified material properly cleared (see paragraph 17c(3))?
4. If vehicles are used for the delivery of classified material, is the material kept under the constant surveillance of an appropriately cleared employee (see paragraph 17h)?
5. Are procedures established and implemented for the proper receipt of classified material by the facility (see paragraph 12e)?
6. Is written authorization for the transmittal of TOP SECRET information obtained from the contracting officer (see paragraph 17b)?
7. Is export of U.S. classified material approved and accomplished on a government-to-government basis (see paragraph 17e)?
8. Is the transmittal of classified information outside the U.S., Puerto Rico, or a U.S. possession or trust territory properly accomplished (see paragraph 17e)?
9. Are classified shipments made only in accordance with the ISM or instructions from the contracting officer (see paragraph 17c(5))?
10. Is consignee given advance notice of classified shipment (see paragraphs 17d(3)(d) and 17c(5)(d))?
11. Is the CSO notified of overdue classified shipments (see paragraphs 17d(3)(d) and 17c(5)(d))?
12. Are classified shipments properly inspected on receipt (see paragraphs 12 and 17)?
13. Is classified information, which is hand-carried in connection with visits, properly approved in advance, accounted for, and stored (see paragraph 17i)?
14. Are procedures established to preclude transmission of classified information via unapproved communication circuits (see paragraph 17c(4))?
15. Is a suspense system maintained of receipts for classified transmissions, and is adequate follow-up action taken, if receipts are not returned (see paragraph 12g(3))?
16. Are procedures established for the hand-carrying of classified material, for example, by commercial aircraft, (see paragraph 17 and Appendix X)?



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**N. Classified Material Controls.**

1. Have control stations been established? Indicate the number of master stations and substations (see paragraph 12a).
  2. Are complete records kept for classified material received and dispatched outside of the facility (see paragraphs 12a and c)?
  3. Is accountability maintained for all TOP SECRET, SECRET, and CRYPTO materials, including documents, hardware, and mock-ups, to permit their prompt location (see paragraphs 12a and 12f(3))?
  4. Are accountability and receipt and dispatch records retained for the required time (see paragraphs 12a, 12c, and 19e)?
  5. Are procedures established for accountability of TOP SECRET and SECRET working material that is not promptly destroyed as classified waste (see paragraph 12f)?
  6. Are control station personnel cleared to the appropriate level and knowledgeable of their responsibilities (see paragraph 5f and 12d)?
  7. Are procedures established to ensure prompt reporting to the FSO and investigation of each loss, compromise, or suspected compromise of classified material and other security violations. (Indicate number of occurrences since last inspection; see paragraph 7.)
  8. Is annual inventory and accounting made of TOP SECRET material? (Indicate date of last inventory; see paragraphs 12b and 13g).
  9. Are TOP SECRET documents controlled by access records, continuous receipt system, number series, and copy numbers (see paragraph 13)?
  10. Is access to classified material controlled on a need-to-know basis (see paragraph 3bg and 5c)?
  11. Are adequate procedures implemented to fully ensure the safeguarding of classified material during its use (see paragraphs 5c, 5d, and 16)?
- O. Controlled Areas.**
1. Are closed areas properly constructed (see paragraph 34a)?
  2. Are areas properly posted and approved by the CSO (see paragraphs 34a(4), 34b(3), and 34c)?
  3. Are area entrances properly controlled, and is admittance granted on a need-to-know basis (see paragraph 34)?
  4. Are employees assigned to areas instructed to challenge unknown persons in areas (see paragraph 34a(5))?
  5. Is movement of classified material to and from areas properly supervised (see paragraph 34a(2))?

6. Are employee badges, cards, or access lists properly controlled and kept current (see paragraphs 8a(5) and 34)?
7. Are visitors to areas properly controlled (see paragraphs 8b, 32, and 34a)?
8. Are supplanting electromechanical access control devices properly regulated (see paragraph 36a)?
9. Are guard patrols or supplanting alarm systems adequate for closed areas during nonworking hours (see K-7 above and paragraphs 33b, 34a(3), 35, and 36)?
10. Do subcontractors and their employees who operate and maintain alarm systems have required personnel clearances? (List such subcontractors; see paragraph 35a(1)(b))
11. Are alarm dispatch records properly executed and maintained (see paragraph 35a(1)(c)5)?
12. Is the response time to an activated alarm 15 minutes or less (see paragraph 35a(1)(c)4 and 35a(2))?
13. Does material, equipment, and installation meet federal and/or Underwriter Lab's specifications (see paragraph 35b(1))?
14. If key-operated padlocks are used, have adequate procedures been established for control of keys and locks (see paragraph 34a(3))?

P. Disposition.

1. Is a program established for the reduction of classified holdings (see paragraph 19a)?
2. Is classified material (including waste) destroyed as soon as practical (see paragraph 19a and 19c)?
3. Is classified material properly destroyed (that is, does destruction process preclude reconstruction; see paragraphs 19c and 19f)?
4. Is burning the only approved method of destruction used by the facility? (List methods of destruction, other than burning, which have been approved by CSO; see paragraph 19c).
5. Are destruction records and certificates maintained as required (see paragraph 19e)?
6. Is destruction authority obtained when required (see paragraph 19b)?
7. Is destruction performed and witnessed by appropriately cleared personnel who are knowledgeable of their responsibilities (see paragraph 19d)?
8. Is destruction equipment leased or rented (see paragraph 19c)?

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9. If the answer to 8 is "yes," who operates the equipment, and how is control of the material maintained (see paragraph 19c)?

10. Are procedures in effect to prevent access by uncleared employees who operate equipment (see paragraph 10c)?

11. Is retention authority requested on final delivery of goods or services or on complete termination of contract? (Explain how procedures are verified and how facility accomplishes this; see paragraph 5m.)

**Q. Reproduction.**

1. Is reproduction held to the minimum required? Are reproduction facilities properly designated, identified, and controlled (see paragraph 18)?

2. Are procedures in effect to restrict use of office reproduction equipment for classified productions? (If so, explain; see paragraph 18.)

3. Has the facility developed a procedure for the use of office machines in the reproduction of classified material (see paragraph 18)?

4. Are personnel thoroughly familiar with and following established procedures when using office copy machines for reproduction of classified material (see paragraphs 5f and 18)?

5. Is reproduction authorization obtained when required (see paragraph 18a)?

6. Are reproduction records properly maintained (see paragraph 18c)?

7. Are production control records properly maintained (see paragraph 78)?

8. Are copies or extracts of classified material marked the same as originals (see paragraphs 18 and 18d)?

9. Do reproduction area controls prevent unauthorized access (see paragraph 79)?

10. Are overruns held to a minimum and properly accounted for (see paragraph 80a)?

11. Are proofs and samples returned to the customer with finished products (see paragraphs 80b and 80d)?

12. Are classified waste containers identified and emptied at completion of working hours (see paragraph 80c)?

13. Are plates and rubber blankets reused only on classified production and safeguarded when not in use (see paragraph 80f)?

14. Are press rollers, and similar devices, properly cleaned after classified run (see paragraph 80f)?

15. Are mailing lists properly protected (see paragraph 82)?

**R. Classified Meetings.**

1. Are meetings sponsored when required? Indicate the number of meetings since last inspection (see paragraphs 5q(2), 5q(3), and 9).
2. Is attendance of foreign nationals or RFI's approved by sponsoring activity (see paragraph 9b)?
3. Are classified meetings held at approved locations (see paragraph 9c)?
4. Has the contractor developed complete security procedures for the safeguarding of classified material at the meeting (see paragraph 9d)?
5. Have the security procedures been submitted to the sponsoring activity for approval (see paragraph 9d)?
6. Is attendance limited to persons properly cleared and having a need-to-know (see paragraph 9d(1)(a))?
7. Is disclosure authority obtained from the contracting officer when required, and is disclosure authority furnished to sponsoring activity (see paragraph 9e)?
8. Is a copy of the classified presentation furnished to sponsoring and contracting activity (see paragraph 9e)?
9. Are unsponsored contractor-conducted meetings properly controlled (see paragraph 5q(1))?
10. Are requests to attend meetings properly certified and submitted to contracting officer UA activity for certification of the employee's need-to-know (see paragraph 9f)?

**S. Consultants.**

1. Are Type A Consultants properly briefed and certificates furnished to CSO? Are all necessary reports including adverse information reports, made as necessary, and on a timely basis (see paragraph 68)?
2. Are Type C Consultants properly briefed, and are controls stated in letter agreements observed (see paragraph 70)?

**T. AIS.**

1. Does the facility process classified information on an AIS system? (If so, what level?)
2. Has an AIS system security supervisor been appointed? (If so, identify by name; see paragraph 103c.)
3. Has written approval been given by the CSO to operate the system? (If "yes," list date of approval; see paragraph 103b.)

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4. Have AIS hardware configurations, system software, or operating procedures/mode changed or been modified since the last inspection? (If "yes," give detailed explanation; see paragraphs 103b and 106a.)

5. Is the AIS SPP current? (If "yes," give date of issue; see paragraph 112d.)

6. Have the following provisions of section XIII, ISM, been satisfactorily implemented in the operation of the AIS?

- a. Personnel controls (see paragraph 105)?
- b. Physical controls (see paragraph 106)?
- c. Clearance/declassification/destruction of all storage media (see paragraphs 114, 115, and 116)?
- d. Transmission line protection (see paragraph 109)?
- e. Subcontracting provisions (see paragraph 110)?
- f. Audit trails, logs, and activity and maintenance records (see paragraph 111)?

#### U. COMSEC/CRYPTO.

1. Has a COMSEC custodian been appointed? (If so, list name and telephone number; see paragraph 10a(1), CSISM.)

2. Has an alternate COMSEC custodian been appointed? (If so, list name and telephone number; see paragraph 10a(1), CSISM.)

3. If appointed, are the COMSEC custodian and the alternate thoroughly familiar with and performing the duties outlined for them in the CSISM (see paragraph 12a, CSISM)?

4. Has a COMSEC account number been assigned? (If so, list the account number.)

5. What is the highest level of COMSEC access required? (Check one:  
TS S C)

6. Is COMSEC access required at the facility? (Briefly describe the type of access, for example, install, maintain, or operate COMSEC or CRYPTO equipments for the U.S. Government; operate communications link with the U.S. Government; have access to the operational keying variables; and manufacture or installation of keying material for COMSEC equipments.)

7. Does the facility have access to classified COMSEC information at another location (see paragraph 16, CSISM)?

8. List the number of employees who are briefed for access to COMSEC information (see paragraphs 16a and 16c, CSISM).

9. Have employees authorized access to classified COMSEC information been properly briefed by U.S. Government representatives and/or contractor personnel (see paragraph 16, CSISM)?
  10. Does the facility have copies of the CSISM, UA accounting instruction, and equipment operation manuals (see paragraph 2, CSISM)?
  11. Does the facility SPP contain adequate procedures relative to COMSEC requirements (see paragraph 3, CSISM)?
  12. Are all COMSEC related reports submitted (see paragraph 24, CSISM)?
  13. Has a COMSEC emergency plan been developed, which has the approval of the CSO (see paragraph 23, CSISM)?
  14. Has adequate classification guidance been furnished regarding COMSEC information via a DD Form 254 (see paragraph 1e, CSISM)?
  15. Have all disclosures of COMSEC information, whether to a subcontractor or other persons, been made only with the specific written approval of the contracting officer (see paragraph 5, CSISM)?
  16. Is all COMSEC information in the custody of the facility properly marked and accounted for (see paragraph 2, ISM, and paragraph 17, CSISM)?
  17. Are COMSEC and keying materials marked CRYPTO properly stored? (Describe the type of storage facilities used whether GSA container, vault, or other; see paragraph 18, CSISM.)
  18. Are COMSEC and keying materials marked CRYPTO properly handled in the work processing area(s)? (If areas are utilized, briefly describe the characteristics of the area(s); see paragraph 19, CSISM.)
  19. Are access lists properly posted (see paragraph 19, CSISM)?
  20. Are adequate supplemental controls utilized, if necessary? (Describe them; see paragraphs 18 and 20, CSISM.)
  21. Is COMSEC and CRYPTO material properly disposed of? (Describe what methods of destruction and disposition are used; see paragraph 19, ISM, and 22, CSISM.)
  22. Does the facility operate a communications center for the U.S. Government? Does it secure a communications circuit with the U.S. Government, or between itself and another contractor (see paragraph 1, CSISM)?
  23. Are COMSEC and keying materials marked "CRYPTO" properly transmitted outside the facility (see paragraph 21, CSISM)?
- V. International Operations.
1. Does the contractor have any cleared personnel assigned overseas? If so, are they doing any of the following?

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a. Are they performing on a UA contract involving access to classified information overseas? (If "yes," include the number of personnel, the location of their work, and a list of contract number(s).)

b. Are they performing on an FMS contract involving access to U.S. classified information? (If "yes," indicate whether the access is provided directly to contractor personnel overseas by a U.S. Government activity, or if it is provided directly to contractor personnel by the foreign government for whom the FMS contract was awarded.)

c. Are they performing on a purely commercial contract awarded directly by the foreign government or one of its contractors, and access to either foreign classified or U.S. classified information is involved? (If "yes" and access is to U.S. classified information, determine how the U.S. classified information was released to the foreign government, such as, released directly by result of an export license, released by a third country with U.S. Government approval, and the like.)

d. Are they engaged exclusively in sales and marketing activities? (If "yes," identify what programs involve access to U.S. classified information and what the authority is for discussing such classified sales and marketing efforts with foreign nationals, such as U.S. Government approval, export licenses, and trade agreements.)

2. Has the contractor developed an SPP sufficient to cover its overseas operations when engaged in: (a) sales and marketing efforts involving U.S. classified information, and/or (b) performance on a UA awarded classified contract, including those contracts awarded under FMS? Does the SPP state the prohibition against contractors transporting classified material across international borders (see paragraph 5s)?

3. How many cleared employees are assigned overseas, and have they received the required security briefing prior to overseas assignment? Are there provisions for ensuring that employees receive an annual refresher briefing? (Explain the procedures established for ensuring that an annual refresher briefing is given; see paragraph 97.)

4. Has the contractor established a program for self-inspection of its overseas locations when the overseas location is engaged in work requiring access to either U.S. classified information or foreign classified information released to the contractor through U.S. Government channels? (Explain fully in the narrative the procedures established; see paragraph 97.)

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SAMPLE

FOR OFFICIAL USE ONLY (When filled in)

INDUSTRIAL SECURITY INSPECTION REPORT				DATE PREPARED (YYMMDD)		Form Approved GSA Gen. Reg. 0704-0090 Expires: Oct 31, 1980	
1. FACILITY		2. HOME OFFICE (Multiple Facility Organization)		3. PARENT HOLDING COMPANY			
a. Name		a. Name		a. Name			
b. ADDRESS (Street, City, State, Zip Code)		b. ADDRESS (Street, City, State, Zip Code)		b. ADDRESS (Street, City, State, Zip Code)			
c. FSC NO.							
4. FACILITY SECURITY SUPERVISOR			5. FACILITY CLEARANCE				
a. NAME (Last, First, Middle Initial)			b. TELEPHONE NO. (Include area code)		a. LEVEL		b. CLEARANCE DATE (YYMMDD)
							c. CATEGORY OF FACILITY
6. DATES OF INSPECTION (YYMMDD)		a. PREVIOUS		b. CURRENT		c. NEXT	
						7. TYPE OF BUSINESS	
8. TIME EXPENDED (In Hours)				9. ACCESS TO CLASSIFIED MATERIAL SINCE LAST INSPECTION			
a. TRAVEL	b. RESEARCH AND PREPARATION	c. INSPECTION	d. POST INSPECTION (Report, letter, etc.)	YES		NO	
						LEVEL (1, 2, or 3)	
						DATE (YYMMDD)	
10. TOTAL EMPLOYEES				11. NUMBER OF U.S. EMPLOYEES CLEARED			
				a. TOP SECRET		b. SECRET	
				c. CONFIDENTIAL		(1) Government (2) Company	
12. NUMBER OF ALIENS				13. NUMBER OF IMMIGRANT ALIENS CLEARED			
				a. SECRET		b. CONFIDENTIAL	
14. SPECIFY NUMBER AND COUNTRY REPRESENTED BY EMPLOYEES GRANTED RECIPROCAL CLEARANCES.							
15. INSPECTION *							
a. SCOPE		b. RATING ASSIGNED		c. RESULTS			
<input type="checkbox"/> COMPLETE <input type="checkbox"/> PARTIAL		<input type="checkbox"/> SATISFACTORY <input type="checkbox"/> UNSATISFACTORY		<input type="checkbox"/> NO DEF <input type="checkbox"/> COS <input type="checkbox"/> LOR <input type="checkbox"/> MAJOR			
16. ELEMENTS OF INSPECTION AND RATINGS ASSIGNED * (S - Satisfactory, U - Unsatisfactory, NA - Not Applicable)				17. SAFEGUARDING ABILITY * (Top Secret, Secret, Confidential or None)			
ALPHA CODE	AREAS INSPECTED	RATINGS	PREVIOUS RATING	a. FOR DOCUMENTS		b. FOR HARDWARE	
A	FACILITY CLEARANCE			18. APPROVED STORAGE FACILITIES		NUMBER	
B	ACCESS AUTHORIZATIONS			a. FSS CABINETS			
C	SECURITY EDUCATION			b. VAULTS			
D	STANDARD PRACTICE PROCEDURES			(1) CLASS A			
E	SUBCONTRACTING			(2) CLASS B			
F	VISIT CONTROL			(3) CLASS C			
G	CLASSIFICATION			c. OTHER VAULTS			
H	EMPLOYEE IDENTIFICATION			d. STRONGROOMS			
I	FOREIGN TRAVEL			e. CABINET WITH BUILT-IN COMBINATION LOCK			
J	PUBLIC RELEASES			f. CABINET WITH BAR AND PADLOCK			
K	CLASSIFIED STORAGE			g. DESK PEDESTAL INSERT			
L	MARKINGS			h. RESTRICTED AREAS			
M	TRANSMISSION			i. CLOSED AREAS			
N	CLASSIFIED MATERIAL CONTROLS			19. OTHER DOD PROGRAMS			
O	CONTROLLED AREAS			a. AA&E		b. DIFPP	
P	DISPOSITION					c. OTHER (List)	
Q	REPRODUCTION			d. NO OF COMSEC ACCTS			
R	CLASSIFIED MEETINGS			(1) NSA (2) AF			
S	CONSULTANTS			e. SPECIAL ACCESS PROGRAMS (X one)			
T	ADR			(1) NATO (2) CNWDI (3) COMSEC			
U	COMSEC/CRYPTO			f. NUMBER UNCLASSIFIED LOCATIONS WITH CLEARED EMPLOYEES			
V	INTERNATIONAL OPERATIONS			g. ISR NUMBER			

\* A narrative type report which supports the entries in Items 15, 16, and 17 shall be accomplished by using the "Remarks" block on reverse side, and if necessary, continue on a separate sheet of paper and attach to this report. The narrative report should be formatted to include the Alpha Code for the area.

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SAMPLE

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**22. REMARKS** (Include deficiencies noted during inspection. Show specific deficiencies, applicable DOD requirement and action taken, if any, to correct deficiencies before termination of inspection. Also indicate corrective action taken on previous deficiencies. In addition, a statement giving an evaluation of the contractor's security posture in relation to facilities of similar nature and use. Outstanding features should be noted, e.g. training program, document control etc. If none, so state. Include names and titles of key personnel interviewed during inspection. Indicate specific locations (covered by a single facility clearance) that were inspected. Continue on a separate sheet of paper when necessary.)

**21. SECURITY SPECIALIST(S)****a. NAME(S)** (Last, First, Middle Initial) (Type or print)**b. SIGNATURE(S)****c. TEAM INSPECTION**  
(X one)☐ YES☐ NO**22. REVIEWING OFFICIAL****a. NAME** (Last, First, Middle Initial) (Type or print)**b. SIGNATURE****c. DATE OF REVIEW**  
(YYMMDD)

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